

RECEIVABLES AND COMPLIANCE SYSTEM

[illegible]

PRINTER ID1:

This field is not currently used.

PRINTER ID2:

The Printer ID where the employee prints the Notice of Tax Due documents.

CREATE/SKIP:

"N" indicates the employee is **NOT** authorized to "skip" specific screens in the create process.

"Y" indicates the employee **IS** authorized to "skip" specific screens in the create process.

"N" is the standard response.

CAR 202 AUTH:

"N" is the standard response – this feature is not currently available.

EFF DTE:

The date the user can begin to access the CARS system.

EXP DTE:

The date the user ceases to have access to the CARS system.

If this is left blank, the system populates 25 years into the future.

USER LEVEL:

This is used to determine authority to view work lists and approve audit reports.

- 020 - Preparer
- 050 - Reviewer
- 110 - Section Supervisor / Field Audit Supervisor
- 140 - Branch Manager / Field District Manager
- 170 - Assistant Director / Field Regional Manager
- 200 - Director
- 300 - Executive Director
- 400 - Commissioner

APRVL AMT:

The dollar amount based on the user level.

- | | |
|---|-------------------|
| 020 - Preparer | Blank |
| 050 - Reviewer | Blank |
| 110 - Section Supervisor / Field Audit Supervisor | Up to \$50,000 |
| 140 - Branch Manager / Field District Manager | Up to \$100,000 |
| 170 - Assistant Director / Field Regional Manager | Up to \$150,000 |
| 200 - Director | Up to One Million |
| 300 - Executive Director | Over One Million |
| 400 - Commissioner | Over One Million |

DELG ID:

The User ID of the person designated to perform CAR functions for a user.

The delegate's user level must be equal or higher than the user level assigned to the user.

The delegate and the user must have access to the same CAR Approval Group.

For guidelines concerning delegates in the Compliance and Receivables System see Delegate Authority Guidelines (Section 2, C-3).

DELG EFF DTE:

The date the delegate's authority begins (ex. 01/01/2000).

The beginning date must be equal to or older than the end date. Delegate begin date is required if a delegate User ID and/or delegate end date is entered.

For guidelines concerning Compliance and Receivables System time limits see Delegate Authority Guidelines (Section 2, B).

DELG EXP DTE:

The date the delegate's authority ends (ex 12/31/2000).

The end date **MUST** be equal or more current than the beginning date. If delegate name/ID/Nickname or begin date is entered then Delegate End date is required.

For guidelines concerning Compliance and Receivables System time limits see Delegate Authority Guidelines (Section 2, B).

REVIEWER ID:

The user ID of the person who reviews the audit reports for the user. This is intended for new employees when a supervisor wants new bill(s) to be reviewed before they are released.

A separate security form will need to be completed for the reviewer requesting "Approver" access for CARS.

SUPV ID:

The User ID of the person who acts as supervisor to the user. This person will be responsible for the approvals for this user.

The supervisor must have access to the same CAR Approval Group as the User.

The supervisor's name will be populated when the record is updated.

CAR USER GROUP:

The group the user is assigned. This is based on the Division/Branch/Section/Unit.

See the attached list.

BILL REASON:

This field is not currently used.

PROGRAM CODE:

The Program code the user is assigned. Program Codes are broken down by Division/Branch/Section/Unit.

See the attached list.

999 MENU FNCS:

The Main Menu Function Codes that the user is authorized to access.

If an asterisk is present in the first position, all Main Menu Functions will be available to the user.

A - Billing Menu (101)

B - Payments Menu (601) (**Users must have "B" to use JACADA.**)

C - Maintenance Menu (301)

D - Management Reports Menu - *This function is not available at this time.*

E - 202 Payment Alerts - *This function is not available at this time.*

F - Systems Administrators Function (801) - *This function is only available to the Systems Administrator and is not available at this time.*

H - Amnesty

101 MENU FNCS:

The Billing Menu Function Codes the user is authorized to use.

If an asterisk is present in the first position, all Billing Menu Functions will be available to the user.

A - Create Audit Reports

This function allows a user to enter information to create an audit report/notice of tax due.

B - Display Audit Reports

This allows a user to select an audit report(s) to display. This will display all information on the audit report, including adjustments to the amount subject to tax; payment, interest, fee and penalty detail; etc.

C - Display Audit Report Summary

This function allows a user to view a summary of an audit report.

D - Process Pending Transactions

This allows a user to complete audit reports that have been "Put on Hold" or correct audit reports where an approver has requested adjustments be made before the bill is mailed to the taxpayer for the first time.

E - Approvals

This allows a reviewer or approver to access their worklist of bills requiring approvals.

F - Display Case/Account Summary

This allows a user to display all bills in a case or in an account on a "spreadsheet" type format.

G – Reinstate Bill/Audit Trail

This allows a user to request Audit Trail Report, to request both report/print bill, to request print bill and to reinstate bill. This action will be completed in a batch job ran on the following weekend.

H – Address Change Service

This allows user access to address information submitted by the Post Office.

301 MENU FNCS:

The Maintenance Menu Function Codes the user is authorized to use.

If an asterisk is present in the first position, all Payment Menu Functions will be available to the user.

A - Audit Report Maintenance – List

This allows a user to select bills from a "list" format to perform maintenance. The "list" includes Type Tax, Account Number, Case Number and Period.

B - Audit Report Maintenance – Summary

This allows users to select bill from the "summary" format that is the Case/Account summary on the billing menu. Allows the user to see the total tax, interest, fees and penalties a taxpayer owes, total credits and the balance due.

C - User ID Maintenance

This function allows the responsible user listed on the bill to be changed. The responsible user ID identifies to Cabinet employees and the taxpayer who they may contact to obtain assistance.

D – Process Pending Transactions

This function allows a user to complete the adjustment made to an existing CARS bill. It also allows the user to correct adjustments that have been denied by their approver.

E – Approvals

This function allows an approver to access their work list of pending maintenance approvals.

F – Approval Status Inquiry

This function allows an employee to inquire on the status of the bills that are awaiting approval.

G – Reinstate Bill

This allows a user to request Audit Trail Report, to request both report/print bill, to request print bill and to reinstate bill. This action will be completed in a batch job run on the following weekend.

H – Case/Account Number Maintenance

This allows a user to change the account number on a bill. It allows a user to move an account(s) to another Case Number. This action will be completed in an overnight batch function so that CARS and KY-OSCAR will be reflecting the same information.

K – Address Change Service

This allows user access to address information submitted by the Post Office.

601 MENU FNCS

This is reserved for the **Division of Revenue Operations Only**

A – Process Unhonored Checks

801 MENU FNCS

This is only available to the System Administrators
This function is not available at this time.

CAR APPROVAL GROUPS

The User Groups to which the user has approval authority.
See attached list

See Section 4, Page 8 for detailed descriptions of Mini Menus.